SCHOOL DRM  
(Digital Rights Manager)

**Responsibilities:**

1. Provide IEP Team with NIMAS eligibility form
2. Verify and sign that eligibility information (competent authority and certified professional statements) is fully documented in the audit file
3. Submit eligibility information to DISTRICT DRM

- completed eligibility form

- copy of *Statement of Disability by Competent Authority*

- ordering information for textbooks

4. Gather all information regarding the book or books:

5. At the completion of the semester or when the student leaves the school district, delete or destroy NIMAS materials. (These materials cannot be used by another student.)